

PROGRESS REPORT NARRATIVE TEMPLATE
for Signatory Jurisdiction Implementation and Headwater State Grants

Recipient Name: _____

Assistance Number: _____

Project Description: _____

Type: _____
(Quarterly; Semi-Annually; Final)

Period Covered: _____

Project Narrative: (documents progress made in achieving the objectives of project work plan(s) approved in application)

Provide the following information:

1. Comparison of actual accomplishments with the anticipated outputs/outcomes.
2. Reasons why anticipated outcomes were exceeded or not met.
3. If applicable, problems encountered during the performance period, which may interfere with meeting program/project objectives. (List N/A if no problem exists.)
4. List proposed remedies if problem(s) exist (s) as indicated in item 3. List N/A if not applicable.
5. Information on the rate of expenditure versus progress on project.
6. If applicable, information on equipment purchased during the reporting period. List N/A if no equipment purchased during reporting period.
7. Any additional pertinent information, including, when appropriate, analysis and information of cost overruns or high unit costs or unanticipated economics. List N/A if not applicable.

Electronic deliverables must be managed and submitted in accordance with the Chesapeake Bay Program's guidelines and policies for the submission of data, information and documents. (Refer to page 12 (Data/Information & Document Deliverables) of Assistance Agreement Guidance and Attachments 8, 9A, and 9B.)

**WORK PLAN AND PROGRESS MADE
PERFORMANCE RESULTS UNDER ASSISTANCE AGREEMENTS
for Signatory Jurisdiction Implementation and Headwater State Grants**

*(This page needs to be submitted with Statement of Work in Application
and updated with Progress Report Submittals)*

Project Officer Name:

Office:

Award Number:

Award Date:

Assistance Agreement Title:

Significant Amendments and Dates:

Recipient Name:

1. C2K Goals Supported – List C2K Section 1-5 and Goal(s)

2. Link to EPA Strategic Plan – Goal 4: Healthy Communities and Ecosystems

Objective 4.3: Ecosystems

Sub-objective 4.3.4: Improve Aquatic Health of the Ches. Bay

3. Baseline – Link to Bay Program Indicator

Work Plan Objective(s) and C2K Goal	Budget (Federal vs. State)	Stated Outputs (copy directly from Work Plan)	Anticipated Outcomes* (copy directly from Work Plan)	Progress (to be completed and submitted to the PO with each semi-annual and final progress report)
Fill in each objective that supports the C2K goal above.	\$	<ul style="list-style-type: none"> • # of acres BMPs • # of roundtables • # of publications 	C2K Results and Tributary Strategy Nutrient Reductions	

Issues/Problems

Project Officer Comments

***Outcomes Legend:**

- a. Short Term: Changes in learning, knowledge, attitude, skills
- b. Interim: Changes in behavior, practice or decisions
- c. Long Term: Changes in condition

EXAMPLE:

**WORK PLAN AND PROGRESS MADE
PERFORMANCE RESULTS UNDER ASSISTANCE AGREEMENTS**

Project Officer Name: Kyle Zieba**Office:** Chesapeake Bay Program**Award Number:** CB-xxxxxx**Award Date:** xx/xx/xx**Assistance Agreement Title:** FY'04 VA Ches. Bay Program **Signatory** Implementation Grant**Significant Amendments and Dates:** none**Recipient Name:** VA Dept. of Conservation and Recreation**1. C2K Goals Supported** – Water Quality Protection and Restoration

3.1 Nutrients and Sediments

2. Link to EPA Strategic Plan – Goal 4: Healthy Communities and Ecosystems

Objective 4.3: Ecosystems

Sub-objective 4.3.4: Improve Aquatic Health of the Ches. Bay

3. Baseline (tracking indicator) – From 1985 to present...

Objectives	Budget Federal vs. State	Stated Outputs	Anticipated Outcomes	Progress (Only fill out for Progress Reports)
D – Nutrient Management Specialists <u>C2K Goal</u> 3.1 Nutrients and Sediments	Federal \$681,000	<ul style="list-style-type: none"> 20,000 acres covered with NMPs 80 Sewage Sludge (SS) Plans and 100 NMPs Reviewed 200 manure samples taken 	<p>Improve water quality in the tributaries of the Chesapeake Bay.</p> <p>Increased nutrient reductions credited to tributary strategies.</p>	<p><u>Outputs:</u></p> <ul style="list-style-type: none"> 19,929 acres covered by NMPs 86 SS Plans Reviewed; 171 NMPs reviewed. 232 Samples Taken <p><u>Outcomes:</u> 193,743 lbs of nitrogen and 87,653 lbs of phosphorus reduced</p>

Issues/Problems**Project Officer Comments**